ADUR & WORTHING
COUNCILS

Revenues & Benefits

Adur & Worthing Councils
Portland House
44 Richmond Road
Worthing
West Sussex, BN11 1HS
www.adur-worthing.gov.uk

Discretionary Council Tax Support application

You must be in receipt of Council Tax Support to apply for this discretionary payment

Please complete all of the sections in this form and return it to the address shown above.

Council Tax Account Number:	**Benefit Claim Number:**

Name:

Address:

Please explain why you, or a member of your family, will suffer exceptional financial hardship if you do not get extra financial help with your Council Tax:

What are the circumstances that are causing you exceptional financial hardship?

We will normally award any extra help from the Monday after the date we receive this form. However, we can consider awarding help starting from up to one month ago. What date would you like any extra help to start from and why?

May 2020

How long do you expect your current exceptional financial hardship to continue and why?

What have you done to try and improve your financial situation before you made this claim?

We need to know if you and your partner have any bank accounts, savings investments or property in the United Kingdom or abroad.

Bank accounts (name) including ISAs	Sort Code	Account Number	Account Balance (£)
Building Society accounts (name) including ISAs	Sort Code	Account Number	Account Balance (£)
Post Office accounts		Account Number	Account Balance (£)

Premium Bonds	Total held (£)
Income Bonds/Pensioner Bonds/Capital Bonds	Total held (£)
Money or property held in a Trust	Total held (£)

<u>You must provide proof of any savings and investments or property with this application form</u>

Do you or your partner have any other savings or investments that are not mentioned in the headings above? If so, please give details below:

Please complete the financial statement below to tell us about all the weekly income and expenditure for both you and your partner:

Weekly Income		**Weekly Expenditure**	
Your net Pay	£	Rent / Mortgage	£
Your partner's net Pay	£	Council Tax	£
Child Benefit	£	Water charges	£
Jobseeker's Allowance	£	Electricity	£
Income Support	£	Gas	£
Incapacity Benefit	£	Telephone	£
Employment & Support Allowance	£	TV Licence	£
Disability Allowances	£	Food	£
Working Tax Credit	£	Motoring**	£
Child Tax Credit	£	Loans / Hire Purchase*	£
Pension Credit	£	Overdrafts*	£
State Pensions	£	Court Orders*	£
Private / Occupational Pension	£	Insurances*	£
Maintenance received	£	Catalogues*	£
Rental Income	£	Credit Cards / Store Cards*	£
Family Contributions**	£	Fares / Travel**	£
Other income**	£	Maintenance Paid*	£
Other Income**	£	Other expenditure**	£
Total Income	£	**Total Expenditure**	£

* Supporting documentation must be provided ** Please provide details on a separate sheet

How much help do you think you might need?

Either	Or	Or
The weekly amount:	The monthly amount:	The total amount:
(£)……..	(£)……..	(£)……..

If you don't receive extra help how this will affect you and your family?

Your Declaration

Please read this declaration carefully before you sign and date it.

I understand the following:

- If I give information that is incorrect or incomplete, you may take action against me, which may include prosecution
- You may make the information provided and Housing Benefit and Council Tax Support records available to Officers and Members of the Council so that a decision about my application for a Discretionary Council Tax Support to be made
- You may check some of the information with other sources within the Council, the Rent Service and other Councils
- You may use the information I have provided in connection with any claim for benefits I have made or may make and for my Council Tax liability
- You may give some of the information to other government organisations, if the law allows this
- You will put the information I have given on this form onto a database and use it to maintain Discretionary Council Tax Support, Discretionary Housing Payment, Housing Benefit and Council Tax Support records
- The address where I am claiming benefit is the address where I normally live
- I know I must always tell the Council about any changes in my circumstances that might affect my claim. If I do not tell you about any changes of circumstances and you pay too much because of this, I will have to pay back any overpayment and I may be prosecuted if I do not tell you about any change of circumstances
- I declare the information I have given on this form is correct and complete

Signature of person claiming: Date:

Signature of partner: Date:

How we collect and use information

We must protect the public funds we handle, so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds and we will use the information to make sure that we charge you the correct Council Tax and Business Rates. Use of your personal data will be in accordance with Data Protection legislation. Full details about how your personal data is used are available at www. Adur-worthing.gov.uk/benefits/privacy-notice.